JKUAT RESEARCH GUIDELINES

Research Budget Format

<u>ANNEX V</u>

1.   Cost Estimates

Cost estimates for research project proposals should be given under specific subheadings, each representing a group of related expenditure items. Standard research expenditure items are presented under the following Sections:

a)   Personnel
- List only titled positions on full-time or part-time assignment to the project
- List researchers by the expertise required by the project: e.g. ecologist, water engineer, biostatistitian, etc. and indicate in parentheses any relevant roles against them, e.g. (principal researcher), (project coordinator) and indicate compensation costs at the approved rate for each grade
- List technical and administrative staff also by their expertise as much as possible, e.g. machinist, computer operator, laboratory technician and indicate compensation costs at the approved rate for each grade

b) Travel (handle separately, Local (include field travel) and International Travel by project staff)

- Transport (for each person/journey, include fare, hire or mileage reimbursement at approved rates)
- Subsistence costs (for each person/journey, include per diem and accommodation costs at approved rates)

d) Equipment
- Laboratory equipment: indicate names, models numbers, number of units required and their costs
- Vehicles: Indicate types, makes and number of units required
- Field equipment: include the costs of any items to be used in field work, such as nets, traps
- Office equipment – office electronics and furniture
- Books and periodicals

e) Materials, services and Expendables
- Vehicle running expenses (spares and service, insurance and licences, fuel cost/km)
- Equipment maintenance (spares and servicing)
- Farm inputs and Field labour
- Stationery and photocopying
- Postage, telephone and internet services
- Membership fees and permits
- Consultancy services

f) Special activities
- Include cost of staff development training
- Include costs of scholarships
- Include costs of planning and conducting training courses, workshops, seminars, tours, etc.
- Costs of reports preparation and manuscripts publication

g) Networking
- Estimate and show cost of collaboration
- May be the cost of research at a partner institution
- May also be cost of travel by either party, specifically for the purpose of collaboration

h) Monitoring and Evaluation
- Cost of meetings
- Cost of evaluation (perhaps by an expert, mission, peer etc.)
- Cost of end-of-project conference

i) Overhead costs (10% of direct costs)
j) Contingencies; usually 10 - 15% of direct costs

2. The Budget

The Budget should be presented in a Table designed as shown below:

a) Columns: Create adequate numbers of columns as follows

Column 1 (extreme left): Items column, wide enough for names of items
Column 2: Units in which the item is measured
Column 3: Rate per unit
Column 4 – n^{th} Column One column for each year of project activity, where n is the final year of project
Last column (extreme right): Totals column

b) Rows:
i) There should be as many rows as there are cost Items.
ii) Rows should be grouped into Sections and each Section should have an additional row for Sub-Totals for the Section.
iii) There should be a row for Total Direct Costs, from which the Overhead Costs are calculated and entered in the next row.
iv) A provision for Contingency is made to take care of price changes in the course of implementation of the project (not for unapproved over-expenditure).
v) The final row reflects the Total Project Cost.

c.   Sample Budget Table

PROJECT TITLE

BUDGET (US$)

Item	Notes	Unit	Rate	Year 1	Year 2	Year 3	Total
1. Personnel costs (a) Senior Scientist /Project Coordinator (b) Ecologist (c) Laboratory Technician (d) Data Analyst	1	Man-year	200			200	200

2. Travel
(a) Local
    i)   Subsistence
    ii)   Transport
(b) International							

Budget Notes

Items that require additional explanations should be numbered in the "Notes" column and the explanation given against the specific number at the bottom of the Budget Table.

E.g. 1. The Data Analyst will be required only during the final year of the project